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14 March 1960

MEMORANDUM FOR: Director of Training

SUBJECT : Administrative Procedures Course;
Attendance and Content

1. Pursuant and subsequent to ▮▮▮▮▮▮▮ monitoring of the
Admin Procedures Course a number of questions have been raised by
various OTR officers concerning the content of the course, its objec-
tives, and the make-up of the average student body. I have discussed
some of these questions with ▮▮▮▮▮▮▮▮▮ and others, and
offer the following in reply.

2. According to ▮▮▮▮▮▮▮ records (the con supply statistics),
over 90 per cent of the students in the APC come from the Clandestine
Services and are scheduled for CS assignments at Headquarters or over-
seas. Some other students do attend, from OTR, DD/I, etc., and some
of these, too, are preparing for overseas assignments. Therefore, the
course is designed primarily to prepare junior (clerical) personnel for
administrative support jobs at overseas stations and bases.

3. Some of the APC training is applicable also to CS Headquarters
desk work, and "phase I" of the course emphasizes this aspect while
"phase II," the latter part of the course, emphasizes overseas functions.
In principle, CS clerical personnel should accomplish phase I shortly
after EOD and phase II shortly before going overseas.

4. The content and scope of the related Operations Support Course
is pitched to a higher level of experience and responsibility (CS-7 and
above). Juniors are permitted, as exceptions, to take the course if
they are intelligence assistants, etc., and have an appropriate educa-
tional background or experience. The next level, of course, is the
Operations Familiarization Course (OFC), presented by the Operations
School at ▮▮▮▮▮▮▮.

5. Experience has shown, according to ▮▮▮▮▮▮▮ that there
is no continuing requirement for admin training at the APC level for
strictly headquarters CS people, or for DD/I and DD/S clerical and

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NO CHANGE in Class. ☑
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junior admin support personnel. For these categories, then, basic training will include the Intelligence Orientation Course and the various clerical courses (Introduction, Orientation, Refresher), with Workshops later as required, or Admin Procedures, etc., if assigned overseas. Therefore, I feel we need not now concern ourselves with any extensive modifications of content of the Admin Procedures or Ops Support courses, nor should we now entertain any thoughts for new courses at this level. The changes now being considered for the IOC are not affected by these remarks.

6. A question has been raised as to the scope, content and propriety of the operational or clandestine tradecraft presented in the Admin Procedures. I feel that this subject, as orientation/familiarization/ briefing is essential. It might be useful, however, for ████████████ or   **25X1A**
a member of his staff to monitor these portions of the Admin Procedures and Ops Support courses, for information and to offer any helpful and pertinent suggestions which would serve to further the courses' objectives.

7. In answer to my query on standard fundamentals essential to any Headquarters branch/desk training for JOT's, ████████████ recommended   **25X1A**
training in cable and dispatch writing and name checks. I strongly concur, and suggest we insure that these are adequately covered in the Operations Course (and to some extent in the JOT Orientation) as well as in the OFC/OPMC package.

8. None of the foregoing touches on any suggestions made by
25X1A ████████████ as to methods of instruction for any of the courses mentioned.

SIGNED

████████████████   **25X1A**

Chief, Plans and Policy Staff

cc: C/IS
    C/IS ████████████████
25X1A   C/C ████████████████
    PPS/████████████████

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